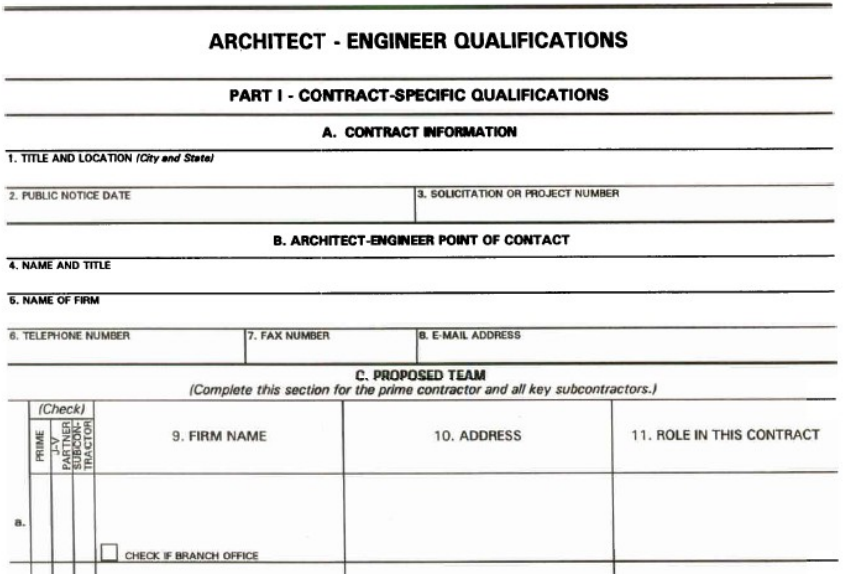
STANDARD FORM 330:

The New Form for Architect-Engineer Qualifications



ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE | 3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER | 7. FAX NUMBER | 8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

(Check) PRIME	(Check) JV PARTNER	(Check) SUBCONTRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.			CHECK IF BRANCH OFFICE		

Don Evick, P.E., HQUSACE

Background/Schedule

- 1996: Report by Federal Facilities Council identified needed improvements to SFs 254/255
- October 1998: Ad hoc Federal group established to develop a replacement for SFs 254/255: GSA (Chair), USACE, NAVFAC, NASA and Veterans Affairs
- October 2001: Proposed SF 330 published in Federal Register for public comment
- 11 Dec 2003: Final form published in Federal Register
- 8 June 2004: Effective date – use is mandatory

Objectives

- Replace SFs 254 and 255, which are largely unchanged since 1975.
- Merge two forms into one (SF 254 is rarely used alone):
  - Part I: Contract-Specific Qualifications
  - Part II: General Qualifications
- Delete duplicate information.
- Expand essential information.
- Eliminate information of marginal value.
- Reflect current A-E disciplines and services.

Part I - Contract-Specific Qualifications

A. Contract Information • Title and Location • Public Notice Date • Solicitation or Project No.	Same info as required in SF 255, blocks 1, 2a & 2b.
B. A-E Point of Contact • Name and Title • Firm Name • Phone, Fax, E-mail	Same info as required in SF 255, block 3a, except fax and e-mail added. Only one POC.
C. Proposed Team • Contractual Relationship	Same info as required in SF 255, blocks 3, 5 and 6.

Part I - Contract-Specific Qualifications

D. Organizational Chart of Proposed Team	Not required now by SF 255, but usually included by A-E's. No specific format or software.
E. Resumes of Key Personnel • **Name** • **Role in Contract** • **Years Experience** • **Education** • **Professional Registration** • **Relevant Projects**	One page per person, instead of ½ on SF 255. Essentially same info as now required by SF 255, block 7, except specific blocks added to describe five relevant

Part I - Contract-Specific Qualifications

F. Example Projects • **Title and Location** • **Year Completed** • **Project Owner/POC** • **Brief Description & Relevance** • **Firms Involved**	Requests info on 10 projects, similar to SF 255, block 8. Expanded to 1 page/project, which is generally current practice. Description includes scope, size & cost. Identify other firms on team involved.
G. Key Personnel Participation in Example	Only really new info required on SF 330 vs. SF 255. Shows which

Part I - Contract-Specific Qualifications

H. Additional Information	Open block similar to SF 255, block 10. Emphasis is on providing *additional information requested by agency*, not repeating info already provided above. Can attach additional pages as needed.
I. Authorized Representative	Same as SF 255, block 11.

Part I - Contract-Specific Qualifications

Other Major Changes From SF 255:

- Better instructions
- Number of Personnel by Discipline:
  - Shown in Part II only - not duplicated in Part I
- Deleted Block 9 - All Work Currently Being Performed for Federal Agencies
  - Limited value in selection process
  - Can be confusing and misinterpreted

Part II - General Qualifications

(1 page. Prepared for each *key* office)

1-8: Firm Name and Address, POC Info, Type of Ownership, Small Business?, Parent Firm, Former Names, Year Established, DUNS Number	Essentially same info as required by SF 254, block 1-6.
9. Employees by Discipline • **Discipline Code and Title**	Similar to SF 254, block 8. Uses code numbers. 62 identified disciplines vs. 24

Part II - General Qualifications

10. Profile of Firm's Experience and Annual Average Revenues for Last 5 Years • **Profile Code and Title** • **Revenue Index No.**	Similar to SF 254, block 10, but doesn't require # of projects and expresses revenues as ranges instead of specific $'s. 160 identified profile codes vs. 117 on SF 254. Others can be added.
11. Annual Average Revenues of Firm for Last 3 Years • **Federal Work** • **Non-Federal**	Simplification of SF 254, block 9. Only requires annual average over last 3 years instead of annual revenues for each of last 5 years. Uses

Part II - General Qualifications

Other Major Changes From SF 254:

- Deleted list of all offices of firm (Block 7)
  - Part II is completed on branch office basis for each key branch office involved
- Deleted 30 example projects (Block 11)
  - Not typically used by selection boards. Focus is on 10 example relevant projects in Section F.

Comparison of SF 330 to SF 254/255

- Deleted:
  - Duplication of number of personnel (255/4 & 254/8)
  - Current work for other Federal agencies (255/9)
  - List of all offices and # of personnel in each (254/7)
  - Revenue info for each of last 5 years (254/9)
  - Number of projects for each profile code (254/10)
  - Specific $'s for each profile code (254/10) – use ranges
  - 30 Example projects (254/11)
- Added:
  - Organization chart
  - Expanded information on example projects
  - Matrix of key personnel participation in example projects

Implementation

- A-E announcements issued before 8 June 2004 will continue to require submission of SF 254/255.
- A-E announcements issued on/after 8 June 2004 will require submission of SF 330.
- Firms will eventually enter SF 330 Part II electronically in Central Contractor Registration (instead of SF 254 in ACASS).
- Agencies are encouraged to set reasonable page limitations.
- GSA forms website has SF 330 in fillable PDF and FormNet electronic formats.
- New form is not intended to change agency submission and selection practices!

Summary –SF 330

- Final form published 11 Dec 2003 and effective 8 June 2004.
- Final form is responsive to public comments.
- Provides essential information agencies need for A-E selection in streamlined format.
- Reflects current A-E industry.
- Should take less effort to complete after initial “learning curve”.